

Local, Culturally Relevant Parent Education and Support Projects in Washington State
Funding Application: 08-IFB-0122
Funding Application Questions & Answers

General Funding Application Questions	Answers
Do you have a template or Word doc of the application? I received a funding application notice with a PDF, not a template, and I am not able to fill out the application.	The funding application template .doc is on the DEL website at: http://www.del.wa.gov/about/contracts.aspx
Are Native American tribes eligible to apply?	Yes. 501c3 private non-profit organizations, tribal organizations, public or private schools, faith based organizations, and local government entities serving Washington State parents are encouraged to apply.
Can you explain what you mean under project type by "new, expansion, enhancement, and other?"	<u>New</u> means applicants proposing something they are not already doing. <u>Expansion</u> relates to making a service or project bigger in order to serve more people. Projects widen. <u>Enhancement</u> refers to those adding to what they offer in terms of hours, materials, and curriculum. Projects deepen. <u>Other</u> is for folks who don't feel that they fit into the above three options.
Under Applicant Information, whose information do you want? My organization works under the umbrella of another larger organization.	The organization who will sign the contract -- accepting legal, fiscal, and programmatic responsibility -- should be listed there.
Organizational Structure: You request the resume of the agency director. In our case, that is our superintendent. Is that what you want? Or would our assc. superintendent's resume (for our Department) be more appropriate?	The associate superintendent would be the more appropriate resume, as that would be the person providing direct oversight of the department in charge of the project.
Organization Type: We are an ESD. Should we select "Public School"?	Either public school or local government for organization type would work. You can specify ESD next to it.
Is the health department considered local government?	Yes, local health departments are considered part of local government. You can specify health department.
Under Organization Type, what should I check? We are a community college.	Please add "Community College" to the list under "Organization Type" and check that.
Please clarify what you mean by one 8.5"x11" page limit for each question.	In <u>Project Proposal</u> , under the "Project Description" section, questions (a) – (e) can each use up to one page. Unserved and underserved population counts as a question. How you know your project meets parent's interests and needs in a culturally relevant way counts as a question. The <u>Project Budget</u> section is mostly template - applicants may submit one additional page. <u>Organizational Structure</u> and <u>Community Collaboration</u> can each take up to one page. <u>Project Evaluation</u> can take up to three pages. Total pages (if at all possible -- DEL understands that some folks will write less and some more) should be close to 13 pages plus the actual application template and requested attachments. Don't skimp, but brevity is appreciated. Padding not needed for these applications!
I am interested in knowing what kinds of projects were awarded last year. How many applied and how many were successful?	The DEL website has a press release briefly describing a few of them: http://www.del.wa.gov/resources/newsroom/120307.aspx Over 80 organizations applied last time with a wide variety of populations and approaches. DEL awarded 22 contracts.
Can we include photos as part of our application?	Yes.
Can we change the order of questions?	No. Please stick to the question order in the template.
One of our partners has agreed to collaborate with another applicant. Can we still partner with them?	Absolutely.

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How do you define "goal" vs. "outcome" and can you give an example of each? My understanding is that a goal is a broader expectation and an outcome is a more quantifiable, discrete result.	<p>Your explanation works fine. In simpler terms, a goal is where you are going, the outcome where you end up. For example: Goal -- parents will read or look at books with their children each day. Expected Outcome -- 60% of parents served report reading or looking at books with their children every day. In your final report, you'll address the "actual outcome" which may or may not have met your target goal and outcome.</p> <p>The application should have been more accurately worded, "List two goals you are planning to work towards in this project."</p>
Do community collaborations have to be local? Can you partner with an out-of-state organization?	You define the partnerships and collaborations that help you achieve goals and outcomes in your local community. Each of the two letters of community collaboration must specify the partnership agreement, and how the partner will support the project.
Do STARS classes count as parent education?	No. STARS classes are designed to meet the on-going training needs of professional child care/early learning providers.
To whom should letters of support be addressed?	Address them to the person listed on the first page of the funding application and include them with your submitted proposal.
What if we are waiting for a funding decision before hiring the project lead? We won't have a resume to submit with the application.	In cases where the project lead will not be hired until after a funding decision has been made, you may submit a job description of qualifications and experience you will look for in a that position.
Which mailing address should I use to get the application to you on time?	Two addresses are listed on page one of the application. One is for USPS mail and one is for "courier" delivery. Check in with USPS or Fed Express and confirm with them which address they need and how long it will take them to deliver the application. Note: Electronic, late, or incomplete applications will not be considered.
Do we have to use a standard or specific curriculum?	No.
Questions About Population and Approach	Answer
<p>DEL received numerous questions asking for more information about how to define unserved or underserved populations in their local community, projects and project approaches, and data.</p> <p>Applicants wanted to know if DEL was interested in:</p> <ul style="list-style-type: none"> • specific populations, cultures, religions, lifestyles, geographic regions, child age-ranges, income status, health needs, sexual orientation, kinship providers, families at-risk, and many others; • certain kinds of services or classes, such as: PATs, home visiting, ESL, STEPS, Pacific Institute, Ready! For Kindergarten, and many others; • specific types of documentation or data showing who the unserved and underserved populations were, and what they preferred or needed. 	<p>Population: DEL did not provide a specific definition of <u>unserved or underserved population</u> because this differs in each community. We want to know from you and your organization about <u>who</u> you think the unserved or underserved parent is and <u>how</u> you know that.</p> <p>Project Type: We do not ask for a specific service, curriculum or class type because each community is different. We want to know from you and your organization <u>what</u> parents prefer or need for parent education and support, and <u>how</u> you know that.</p> <p>Documentation/Data: Tell us <u>how</u> you know <u>who</u> and <u>what</u> by sharing census data. Or tell us about who typically comes to your parent ed/support offerings, and who doesn't attend, and why. For example: You might have a new population in your community with unmet needs. Parents may have kids of all ages, or just preschoolers, or infants. You may have information on what parents say they are interested in but that you have not been able to offer in the past due to lack of resources.</p>

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Questions About Budget and Finances	Answers
Can the funding be used as start-up funding for Childcare/Early Learning center/sites?	No. Start-up funding for childcare/early learning centers is not an allowable cost. Funding specific parent education and support to parents at that site is allowable.
What kind of audit are you looking for?	A financial audit.
If the applicant organization has not had an audit of its finances, does that disqualify them? Is the 990 an acceptable alternative document?	No, it does not disqualify the applicant. Yes, your most recent 990 would be an adequate substitute.
Is it possible to have a contractual services line item in the Project Budget?	Yes. Make sure to specify what services you are contracting for in the application.
Will successful applicants receive the funds ahead of time? Or do we have to bill as we go along?	Funds are not awarded ahead of time. Successful applicants will contract with DEL to provide client services on a cost-reimbursement basis, from 10/1/08 – 6/30/09, with the option to invoice monthly or quarterly.
Budget Template: The RFP narrative mentions a template. Is there a template for the budget?	The .doc template can be found on the website here: http://www.del.wa.gov/about/contracts.aspx Click in the grey boxes on page three of the funding application under Project Budget to enter your answers.
Should the Project Budget cover the total costs, or only the \$30,000 requested amount from your department?	The Project Budget should focus on how the requested DEL funding will support the project. Note: two other questions ask what percentage of the total cost the proposed Project Budget covers, and who is funding the other costs.
We want to apply for a project that was funded by a different funder last year, but who is not sure if they are able to fund the project a second year. Can we apply with you for this particular project?	You are welcome to apply. However, if the previous funder decides to fund the project for a second year, you will need to make a choice about which funder to go with.
Successful Applicants: What Happens Next?	Answers
What are the project reporting requirements for successful applicants?	Successful applicants that contract with DEL will submit a brief report with each invoice. Line item back-up documentation will be requested once during the contract period. DEL will make at least one site visit and conduct one phone interview during the contract period. There will be a final project report tied to the project's stated goals and outcomes.
Will the funding continue after the contract period?	The funding is from the 07-09 budget approved by the WA State Legislature. On-going funding is not guaranteed.
How will we know if our application is successful?	Successful applicants will be announced on DEL's website at www.del.wa.gov by close of business August 18, 2008. Also, each of the ten successful applicants will be contacted directly by DEL staff to confirm that they are still interested in providing these services.